



Human Resources

DATE POSTED: March 17, 2006

REQ. # 06-074

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03-17-2006 TO 03-23-2006, but will remain open until filled.

DEPARTMENT/DIVISION
PARKS & RECREATION - RECREATION
POSITION AVAILABLE
RECREATION SUPERVISOR IV
OF OPENINGS
1
STARTING SALARY
\$29,865.06 / year
COMMENTS
Driving Position Position is available April 1, 2006. Employee will supervise activities and programming at Lawnwood Sports Complex and the Lakewood Regional Park. Responsible for programming, staffing, budgeting and coordinating maintenance requirements with the Parks Division. Work schedule will include nights, weekends, holidays at some times of the year.
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 675
PAY GRADE 16
SALARY : \$29,865.06 - \$45,911.63
RECREATION SUPERVISOR IV

MAJOR FUNCTION: Responsible work in overseeing operations at a community center, campground or large athletic facility.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of the theory and philosophy of recreation. Knowledge of problems in relation to recreation and the ability to formulate and administer complex recreation programs. Knowledge of administrative procedures including budgeting, personnel management and facility management.

Abilities: Ability to establish and maintain effective working relationships with the public and fellow employees. Ability to design recreation programs to meet specific community needs. Ability to supervise recreation personnel. Skilled in the organization, development and maintenance of a comprehensive recreation program, and facility.

ESSENTIAL JOB FUNCTION: Coordinates and evaluates programs and special events. Develops and coordinates recreation and athletic programs using County facilities and staff. Organizes and coordinates recreation personnel in the implementation of recreation programs. Assists in the planning and development of future recreation facilities. Coordinates recreation programs with community groups and the general public in the formulation and implementation of special and regular recreation activities. Prepares and submits detailed and narrative reports relating to the recreation programs. Conducts studies and surveys to assume maximum utilization of recreation facilities, personnel and equipment. Performs related administrative duties as requested or assigned. Oversees the maintenance and management of a community center, campground or athletic facility. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both arms and legs, good hand/eye coordination. Good physical condition to lead activities and games with groups of participants. Good vision and hearing with or without correction. Frequent lifting and loading of 30 to 50 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Work outside under adverse weather conditions of heat, cold, humidity and rain.

WORK HAZARDS: Inherent risk of injury while participating in physical activity.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: Graduate from an accredited four year college or university with degree in Physical Education or Recreation. A comparable amount of training or experience may be substituted for minimum qualifications.

EXPERIENCE: Five years experience in recreation with some experience at a supervisory level.

LICENSE CERTIFICATION OR REGISTRATION: Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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